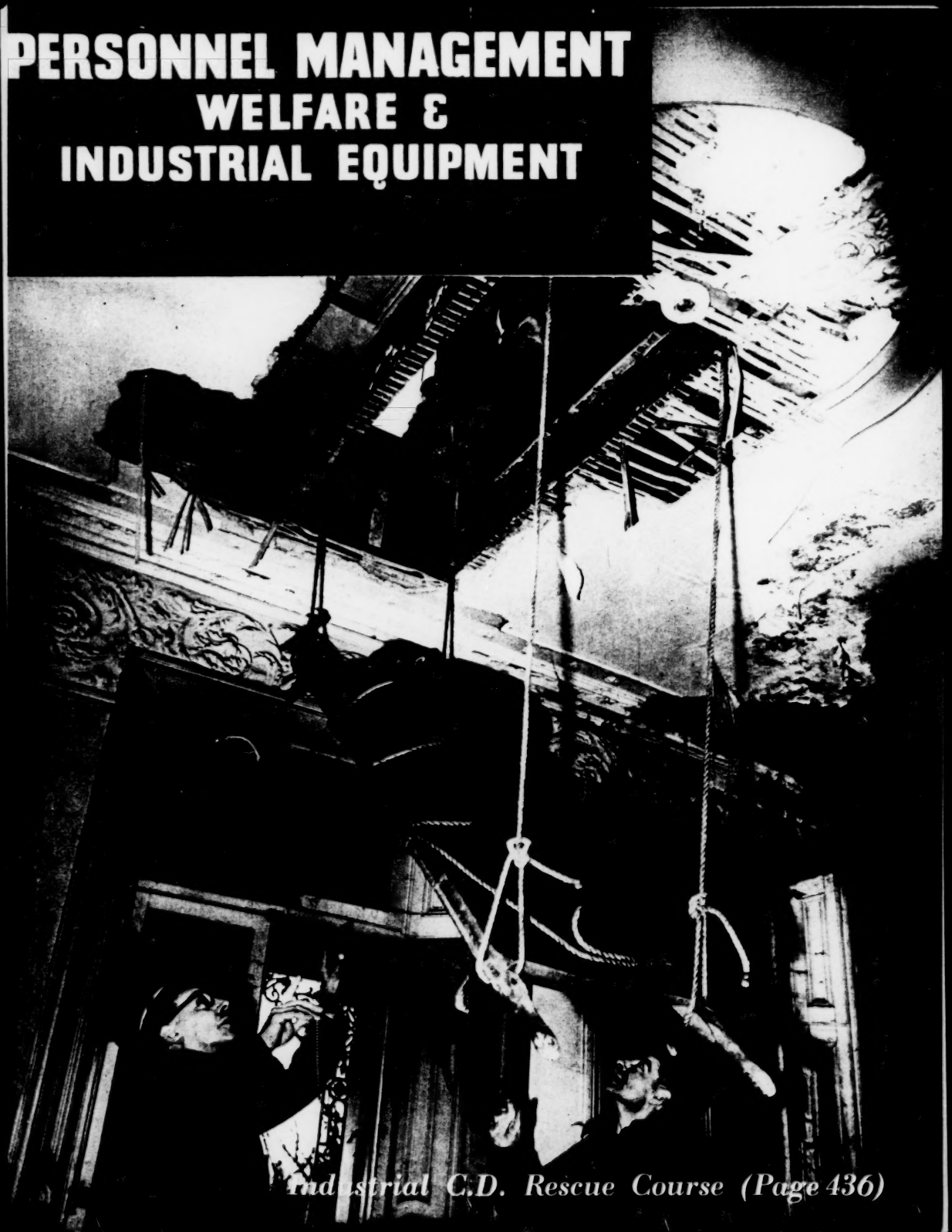
PERSONNEL MANAGEMENT
WELFARE & INDUSTRIAL EQUIPMENT



Industrial C.D. Rescue Course (Page 436)

I'VE GOT AMAZING SELF-CONTROL! *says Mr. Therm*

When you call in Mr. Therm to solve your fuel problems, you get more than just a very willing worker. You get one that is capable of self-adjustment and rigid control of fuel consumption. You can cheerfully set the controls and leave gas-heated equipment to get on with the job *by itself*, for as long as you like. There are other advantages, too, of course: cleanliness, flexibility, rapid heating from cold and high efficiency. This is why Mr. Therm and his gas equipment are valued members of almost every industry's productive staff.

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In the industrial canteen of Joshua Hoyle & Sons Ltd., Rochdale, Mr. Therm demonstrates one of his many virtues — speed. In ten busy minutes each day, he helps to serve 250 two-course lunches. The gas equipment used includes:—a fish frying range, steaming oven, cooking range, two 20-gallon boiling pans, dish washing machine and the usual labour-saving devices.

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—Because TOBRALCO carries the Tootal guarantee of satisfaction guarding you against any defect in the material;
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The ideal fashion for secretaries, receptionists, and all staff where personal style sets the keynote of your efficiency.

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Telegrams: Supercraft, Oldham

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Shirley
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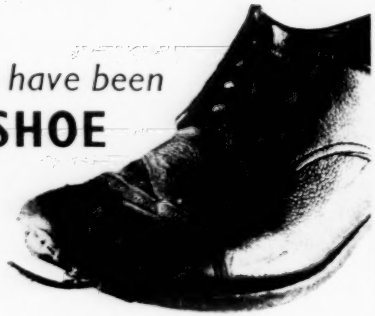
This might have been
YOUR SHOE



That dent was caused by about half a ton's weight of steel plates . . .

This might have been
YOUR LETTER

148 Clifton St., Old Trafford, M C 16

Dear Sirs
I am in receipt of your check which is compensation under your £50 guarantee. If I had not been wearing your safety boots I should not have had any toes on my left foot and through wearing them I only lost a part of my big toe. I have told every one that I have come in contact with what a marvalous boot they are and how lucky I was to be wearing them . . . *Yours Sincerely, Mr. John Whittle*

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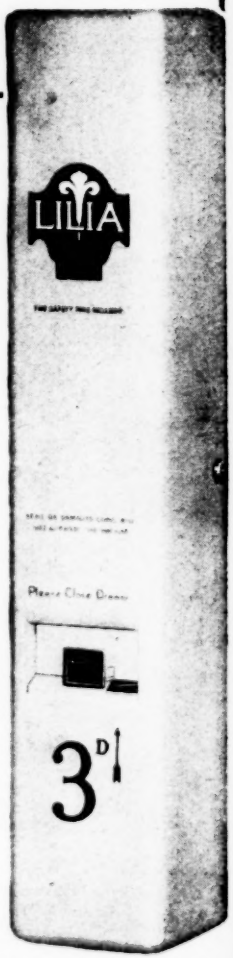

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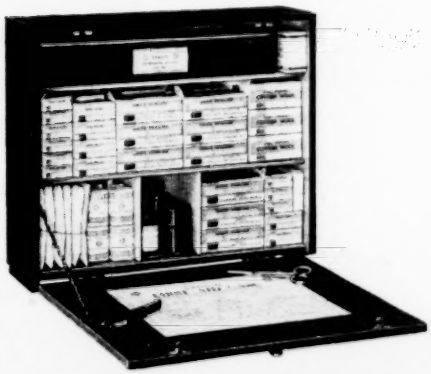

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We specialise in Industrial First-aid requirements and supply all types of Outfits, Dressings and Equipment to Home Office specifications.
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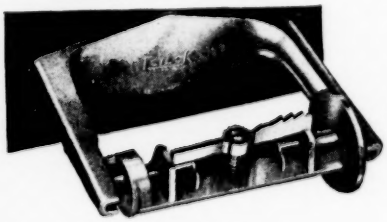
Cheque the Roll AND STOP THE WASTE



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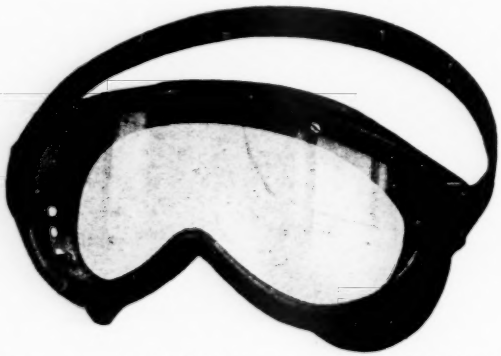

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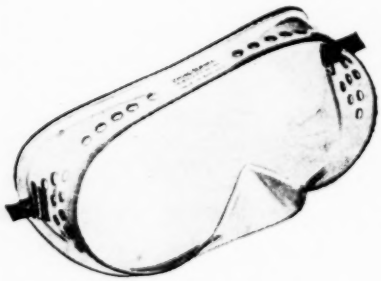

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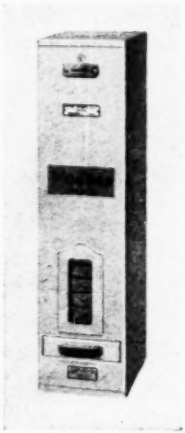

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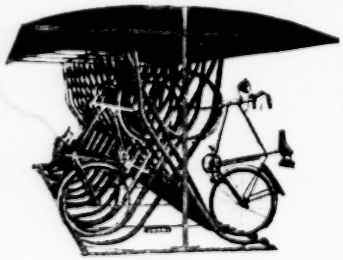

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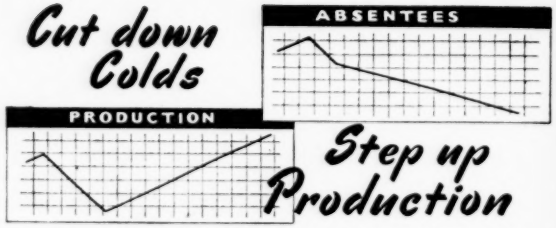

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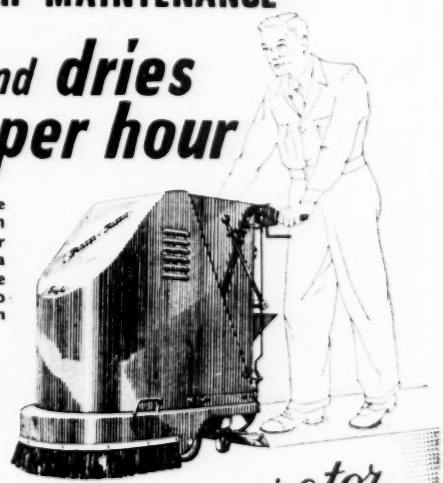

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PERSONNEL MANAGEMENT WELFARE AND INDUSTRIAL EQUIPMENT

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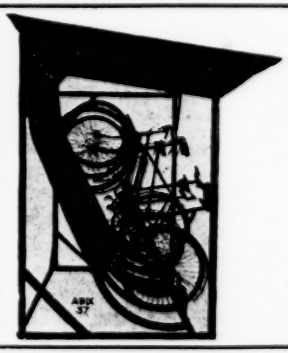

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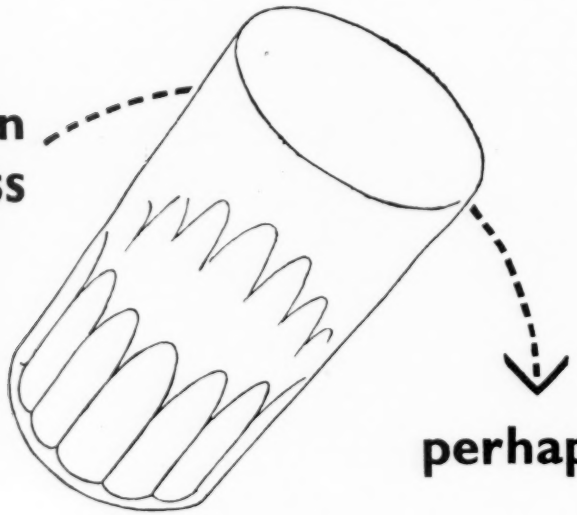

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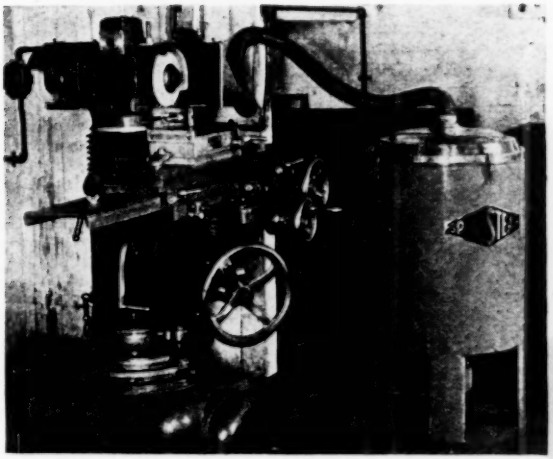
How to Control Dust

By E. M. GUTTERIDGE

Industrial dusts may be lethal, explosive or merely a nuisance to the worker. Even at their most innocent they add to production costs by increasing the need for plant maintenance. The law, no less than economics, requires that *all* dusts be controlled, and the author describes methods and equipments by which this result may be achieved.



Where the risk of explosion is not great, a dust-collecting unit (exhaust hood, fan and dust collector) is convenient and saves ducting. Here is such a unit coupled to a double-ended polisher. *(Courtesy of Spencer & Halstead Ltd.)*

ALTHOUGH all managements realise the need for controlling dusts which are explosive or injurious to health, they do not always recognise such dusts when they encounter them. Moreover, some managements still under-estimate the need for controlling "nuisance" dusts—i.e., dusts which are not dangerous to health and safety and which do no more than make working conditions a little unpleasant.

Sections 4, 28 and 47 of the Factories Act, 1937, require the control not only of dusts which are explosive, injurious or offensive but of "any substantial quantity of dust of any kind." Even if there were not this comprehensive legal requirement, the control of nuisance dusts would still be necessary in order to maintain satisfactory working conditions and to minimise plant maintenance.

Many apparently harmless substances, such as flour and starch, produce dust which is capable of exploding and wrecking whole buildings. It is by no means certain, however, that every substance with a dust explosion hazard is recognised as such by every management that handles it. Similarly, it would be unsafe to assume that every management was fully aware of the health hazards arising from the dust produced during each of its production processes.

A typical example of an unsuspected dust hazard occurred in a factory where a slurry of water and silica powder was used to clean metal. As this was regarded as a wet process, the management at first assumed that there was no question of a dust hazard. Investigation showed, however, that the impact of silica particles against the metal was producing quantities of silica dust, too fine to be readily detected but all the more liable on that account to be dangerous to health.

Get Expert Advice

It is essential, therefore, that all processes should be carefully studied with a view to confirming the presence or absence of harmful dusts. If there is any uncertainty, expert advice should be obtained and the carrying out of proper dust estimations should be considered. In this, as in all matters connected with health and safety, the local factory inspector will be ready to help and advise.

An additional reason for dust control, irrespective of whether or no the dust is dangerous, is that the dust itself is often a by-product of the process, and its collection and recovery therefore reduces waste. For example, in some coal-cleaning plant the coal dust is collected and used to fire boilers designed for pulverised fuel.

If a dust control problem exists, the ideal method is naturally to prevent the dust forming in the first place. This can sometimes be achieved by using a wet process instead of a dry one, although, as the example quoted above shows, the use of an apparently wet process does not necessarily eliminate dust completely. Another possibility is the substitution of one substance or material by another of different type or quality. For example, when wood fibre dust from newsprint was found to be a nuisance to the operators of printing machines, the first step taken was to consult the paper makers and see whether an improved quality of newsprint would be less likely to produce dust.

Even when complete elimination of dust at its source is not possible, it is worth while taking steps to reduce the amount to a minimum. The smaller the amount of dust given off by a process, the more economically it can be collected. It is also worth while trying to eschew harmful substances—e.g., by using a non-siliceous material instead of a siliceous one—so that such dust as is given off can be regarded as a nuisance dust only and can on that account be more easily dealt with.

If, when every attempt has been

made to eliminate dust at its source, some other form of control is still necessary, the next step is to consider the possibility of enclosing the process completely and removing the dust from the enclosure by means of exhaust ventilation. For many processes this is obviously impracticable, but ingenuity and determination will sometimes find a way of enclosing a machine or process which has hitherto been regarded as unenclosable.

Where explosive dusts are produced, total enclosure does not, of course, completely solve the problem. The enclosure, and the extraction plant used in connection with it, must therefore be designed with the possibility of dust explosions in mind.

If elimination at source and total enclosure both prove to be impracticable, recourse must be had to local exhaust ventilation through booths or open hoods. This is a very popular method and, at its best, can be quite satisfactory. Unfortunately, it is often seen at considerably less than its best because its efficiency depends on a number of complex factors in which aerodynamics and other highly technical matters play a very large part.

Equipment Not Enough

Since no two exhaust units have to work in precisely the same circumstances, *it is not sufficient to obtain apparatus from a reputable maker and then assume that it is bound to give good results.* One could probably find many places in which excellent apparatus was giving very poor service because it was either unsuited to the purpose, wrongly installed, or badly maintained. Expert advice is therefore needed both in the selection of the apparatus and in its installation. Nor should it be forgotten that local exhaust ventilation must be considered in relation to the general ventilation of the workroom, as well as to the type of dust involved and the exact details of the process. Only an expert can make a proper estimation of these various factors and give really competent advice on the design and selection of the dust-control apparatus.

Sufficient attention is not always given to the design and layout of the ducts leading from the exhaust hoods to the fan and dust collector. Where dust from different points is drawn into a central collector, *the difference between good and bad duct design can halve or double the amount of power required to operate the system efficiently.* Sharp bends, right-angled junctions, and abrupt changes in section are only a few of the ways in which the airflow can be impeded and efficiency reduced. Here again it is a question of getting expert advice, though much may be learnt by studying the examples of good and bad ducts exhibited at the Safety, Health and Welfare Museum in Westminster.

THE LAW SAYS:

All factories are subject to Sections 4, 28 and 47 of the Factories Act, 1937. These require steps to be taken for the control of dust of any kind, irrespective of whether it is highly dangerous or not.

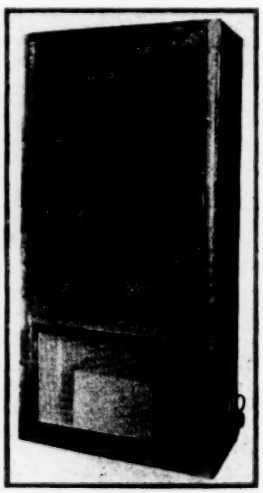
In addition, many processes are subject to special requirements laid down in Statutory Rules and Orders or Statutory Instruments; these processes include the grinding of metals, the blasting of castings, certain operations involving the handling of asbestos, and numerous highly specialised processes such as the sorting of wool.

The trouble and expense of installing large quantities of ducting are sometimes avoidable by the use of apparatus in which exhaust hood, fan and dust collector form a single self-contained unit. This system, however, is not usually to be recommended when there is a serious explosion hazard. Some of the worst dust explosions on record have occurred in the actual cyclones, bag-filters or other collecting plant, and where such a risk is present it is best to place the collector outside the building or in a specially designed enclosure.

Whenever local exhaust ventilation is used there arises the problem of replacing the dust-laden air as it is drawn from the workroom. To prevent draughts and to maintain temperature it is sometimes necessary to heat the clean air drawn into the room to replace that which is being extracted. This is liable to be an expensive and troublesome business and in the last few years much thought and experiment have been devoted to finding some alternative. One method which is sometimes practicable is to introduce a supply of air direct to the local ventilation system, so that the general ventilation and heating of the room is not affected.

Another method of reducing draught and heat losses is to clean the dust-laden air and re-circulate it. This method, however, has two disadvantages which need to be allowed for. First, the dust collector and air cleaning plant must be maintained in a very high state of efficiency, otherwise much of the dust will be recirculated with the air. Secondly, the normal types of dust collector offer little or no protection against ultra-fine dusts such as those that cause silicosis—though an electrostatic dust precipitator may provide an answer to this problem. In this connection, reference must again be made to the various requirements of the Factories Act, 1937. To satisfy the law, the dust must be prevented from entering the air of any workroom, so far as is practicable. If, therefore, the air is recirculated after filtering, any failure to extract the dust efficiently will involve a breach of the law.

It may appear from this article that the question of dust control bristles with problems and difficulties. This is to some extent true, but the very existence of these problems has encouraged much study and research on the part of equipment manufacturers, ventilation engineers, factory inspectors, and others.



The Electrostatic Dust Precipitator, a device which collects dust by giving it an electrostatic charge and collecting it on an oppositely-charged surface.

Matching the Girl to the Job

This Employment Agency Selects by Personnel Management Techniques

By DENYS HAMILTON

When it comes to recruiting clerical staff, many employers rely on an agency to supply them with the people they need. This article explains how one well-known London Agency has adapted the methods of the personnel manager to find the right person for the right job. (In view of the Notification of Vacancies Order, many private employment agencies are ensuring that office staff obtain an exemption certificate from the employment exchanges before they are interviewed by a prospective employer.)

IN London there is an employment agency, supplying permanent and temporary office staff, which goes to unusual lengths in order to match the applicant to the job. Its methods of staff selection embody proved personnel management techniques, and their success can be gauged from the fact that, last year, more than 83 per cent of the girls for whom permanent jobs were found remained in those jobs. This is an impressive figure when it is remembered that many of these girls were in the restless years—the late 'teens and early twenties—when a change of work is often made with as little forethought, and for much the same reasons, as a change of hair style, and also taking into account the fact that the bureau supplies staff largely to the City and West End of London where labour turnover figures are generally higher than elsewhere.

Each girl who applies for a job to Brook Street Bureau, the agency in question, is interviewed exhaustively by a trained and qualified staff, who for the most part are university women with a degree or diploma in sociology or industrial psychology and with at least two years' experience in industrial personnel management. In twenty minutes of question and answer, the interviewer gets a picture of the applicant, whom she rates under the following headings:

1. Formal skills (typing and shorthand speeds, etc.);
2. Other experience (particular office procedures, foreign languages known, and so on);
3. General educational qualifications;
4. Personality and intelligence.

Brook Street Bureau attach great importance to category 4. They find that an accurate estimate of the applicant's intellectual qualities and character is as important as knowledge of her shorthand speed or office experience in the intricate business of finding the right job for her. Consequently, everything possible is done at the interview to put the girl at ease, so that not only will she gain self-confidence but also she will reveal, involuntarily, her strong and weak points, likes and dislikes, spare-time interests and all the intangibles that go to make up a human personality.

The first few minutes of each interview are spent solely in establishing a friendly atmosphere, a process which is aided by the bowl of flowers on each table; and all the time the interviewer is sketching in the details of the applicant's "personality profile." Factual information is entered on an index card, on the back of which the interviewer records her own summing-up of the girl's character and capabilities.

Sometimes the interview shows up

Mrs. Margery Hurst (left), the bureau's founder and owner, has the welfare of all applicants at heart. Here she is conferring with her senior executive, Miss M. Godwin, on a personal problem brought in by a shorthand-typist.

Such an attractive secretary-receptionist. A pity she likes to work minus one shoe. Tactfully, the bureau correct faults like this.

a personality defect which could impede the girl's progress as a secretary. It may be something easily corrected, like the heavy-handed use of cosmetics or an untidy appearance; or it may be something more serious—a deep-rooted feeling of inferiority, brash over-confidence or the use of sex appeal as a weapon. Should some such flaw be revealed, the bureau staff, with patience and tact, set about removing it.

If you are going to open the door to success for someone it is, of course, necessary to get a profile of the lock as well as of the key. And if you want to make as sure as possible that your candidate for a job will fill the bill, you must know quite a lot about the vacancy as well as the candidate. Therefore Brook Street Bureau go to much more trouble than is usual to ascertain the environment in which they are attempting to place a girl. They ask the prospective employer several pertinent questions in addition to the obvious ones (hours of work, salary, etc.). What sort of a boss would the girl have? Where would she work —basement, ground floor with a view, or where? Is the office busy or quiet? Who will be her companions in the office?

Armed with the answers to these questions, and knowing the capabilities of the girls available to fill the vacancy, the bureau staff can be pretty sure, when they send their candidate for interview, that they have chosen right first time.

Incidentally, the bureau always try and arrange a *time* at which the girl can see her prospective employer. This, they believe, gives her confidence, in that it makes her feel that she really matters. Before she goes for her interview with the firm, the bureau staff tell her clearly what sort of work she would be expected to do if she got the job, and the sort of people she would have to work with.

In addition to its enlightened staff selection methods, Brook Street Bureau is probably unique among employment agencies in providing a welfare service to all who cross the threshold. Mrs. Margery Hurst, the bureau's founder and owner, was a welfare officer in the A.T.S., and consequently is in no doubt that the best work is done by untroubled minds. She has provided a sympathetic and helpful welfare department, backed by legal advice where necessary, which tackles all manner of problems, from the troublesome landlady to the graver type of domestic worry. "Difficult" girls, like those who change their jobs too often or who have a serious personality defect, are also helped.

A Mystery Solved

The benefits to be gained from this welfare service can be far-reaching. For example, there was the office to which the bureau supplied a secretary, who stayed precisely three days, and then vanished. While trying vainly to trace her, Mrs. Hurst sent a second girl. This one left after two days—but was traced. After some questioning, this girl admitted, with no little embarrassment, that she had left the firm because the toilet arrangements were filthy. Mrs. Hurst forthwith phoned the employer, who professed ignorance of the women's toilet arrangements, apologised and had the matter put right. The third girl supplied to fill the vacancy is still happily working with the firm in question.

A Mystery to Solve

Forward-looking ideas and modern methods bring their own rewards, one of which is a reputation above the average. The advice of Mrs. Hurst's bureau on employment problems is often sought, especially by firms suffering from high labour turnover. The bureau staff, as expert outsiders, can often indicate where the trouble lies. But there are some mysteries of its own which the bureau has not solved. Why, for instance, are there regular seasonal variations in the ratio of vacancies filled to applicants submitted by the bureau? Statistics compiled over the past few years show an even rise and fall in this ratio, according to the time of year.

It is to find the answers to questions like this, and to make the best use of the "know-how" that has been accumulated by the bureau since its foundation in 1946, that Mrs. Hurst intends to offer a scholarship next year for study in this specialised field of human relationships where there is scope for so much valuable research.

At the first interview everything is done to put the applicant at ease, so that she will gain self-confidence and reveal herself as she really is.

Safety in the Smaller Firm—1

A Six Point Safety Scheme for Efficient Production

By **ROBERT McKOWN,** *formerly Editor, British Journal of Industrial Safety and Industrial Accident Prevention Bulletin*

Without organised accident prevention, waste of manpower, money and materials is almost inevitable, says the author of this, the first of three articles explaining how even the smallest factories need—and can have—a safety system as efficient as those of much larger concerns.

TO say that organised accident prevention is confined to works with a thousand or more employees would be a gross exaggeration. Indeed, there are some quite small firms whose zeal and efficiency in this direction can put many of their larger rivals to shame. But it can fairly be stated that the smaller the works, the less likely it is to have a complete works safety organisation with a trained safety officer, a safety committee, organised safety propaganda, and so on. And it is undeniable that the directors and managers of some firms have been known to turn down all suggestion of a works safety organisation by saying "We're not big enough for that sort of thing."

The object of the present series of articles is to show that no firm is too small to have a safety organisation and, what is more, *that no firm is too small to need one*. This question of need is so vital that it will be as well to deal with it first.

There is still a tendency in some quarters to put a works safety organisation in the same category as a works sports ground or a works club—that is to say, as something which is beneficial to the employees but not essential to production and which cannot reasonably be looked for unless the firm is large enough and rich enough to afford such amenities. This conception of safety organisation is less common than it was twenty years ago but it still persists on a fairly wide scale.

The truth, as more and more managements have come to realise, is that organised accident prevention is an integral part of efficient production and that without it there is almost bound to be an avoidable waste of manpower, money and materials. It is not only the serious accidents, causing long absence and perhaps permanent disability, that have to be considered. The numerous minor accidents—some involving no more loss of time than is needed to reach a first-aid box and apply a simple dressing—can add up to a formidable total, even in a works with only a hundred or so employees. And it is in works where there is no proper safety organisation, and therefore no compilation of accident statistics, that the aggregate effect of major and minor accidents is most likely to pass unrealised.

The fact that a firm rarely experiences a serious accident does not, therefore, mean that it has little or nothing to gain by setting up an accident prevention organisation. There may be, and probably is, an unsuspected liability in the shape of easily avoidable but unappreciated minor accidents. Moreover, the difference between a major accident and a minor one is often a matter of pure chance. The same causes may produce either or both, so that it is only by aiming at the prevention of all accidents, however minor, that a management can reasonably hope to prevent the really serious ones.

Granted the desirability of organised accident prevention, is it practicable for the smaller firms? Many managements apparently think that it is not: they confine their accident prevention activities to the physical safeguards required by law, supplemented by a little propaganda, an occasional lecture, and possibly a set of safety rules. In so doing they unwittingly and unneccessarily handicap themselves.

The Royal Society for the Prevention of Accidents, in its publications and its training courses, has laid down six essentials for a successful

This lazy tong guard, 32 in. from the table edge of the press, gives foolproof protection. But more than physical safeguards are necessary in a properly organised accident prevention scheme.

works safety organisation. These are:

(*a*) The wholehearted support of the management;
(*b*) The co-ordination of safety work by one man, either on a whole-time or part-time basis;
(*c*) A works safety committee, representing both management and employees;
(*d*) Regular safety inspections, job safety analysis, and accident investigations;
(*e*) The planned use of propaganda;
(*f*) The keeping of statistics to show what progress is being made and what hazards most need attention.

If any one of these features is omitted, the safety organisation will be so much less efficient. And a careful examination will show that none of them need be omitted, even by the smallest firm. It is merely a question of adapting some of them to fit the special circumstances of the works in question.

Managerial Support

So far as the first essential—managerial support—is concerned, this may well be more easily obtained in a small or medium-sized works. In a large organisation, with several factories and a remote head office, the safety officers may find themselves cut off from the top management, unable to present a case except through the "usual channels" and without the advantages of frequent personal contact. This state of affairs is not inevitable, and it has been successfully avoided in many large firms, but it is only too true that more than one safety officer has bewailed his inability to "get at" the men at the top.

In the smaller works, the person responsible for the safety organisation, whoever he may be, has a far better opportunity of keeping in touch with the top management and so obtaining their active support. Indeed, as will be seen when the appointment of the safety officer is discussed, it may well be a member of the top management who himself assumes responsibility for accident prevention, as a part-time activity.

Thus, the first and greatest essential of a successful works safety organisation is something that can be provided in any firm, regardless of size. In subsequent articles it will be shown how the other five essentials can be provided also, even though some modification and adaptation may be necessary.

Letters to the Editor

Noise Suppression: An Engineer's Views

SIR,—I was interested in the article "Tackling the Noise Problem" in your February issue, but I think more could have been made of the improvements that can be effected by personal protection.

Men, rather than women, should always be employed where there is unavoidable excessive noise, e.g., from pneumatic drills and explosive elements, and frequent rest periods are advocated to reduce fatigue to a minimum. Ear plugs should always be provided and adequate instruction be given as to their use.

Many workers have by themselves used ear wads improvised from cotton wool and even cotton waste, and although these measures are inefficient as noise excluders they do minimise the total effect.

In some serious cases only a slight reduction in noise strength will eliminate acute discomfort and actual danger, so that the ear plug is a useful instrument; but it must be in the ear of the worker to be effective, and not in the pocket or drawer.

Where noise is to some extent unavoidable, partially deaf workers could be employed, as records show that they do not register fatigue to such an extent as others with full hearing.

Periodical examination of the hearing strengths of the workers exposed to noise should be the rule in every factory, and noise elimination and workers' protection studied.

Dangerous though excessive noise is, too much *can* be made of the incidence of noise and its effects on the factory worker—for instance there is the exploitation of sickness claims by the sufferer. Fortunately the medical profession as a whole adopt a common-sense attitude to the problem, not basing their findings too much on instrumental testing.

Most cases of deafness are connected with the middle ear and may be caused by catarrh or inflammation. These symptoms are usually associated with intermittent deafness, earache, ringing and buzzing, all of which disappear when the cause is eradicated by proper medical treatment.

Workers whose family history shows that they are likely to inherit the known occupational disease called otosclerosis, where the three small bones of the middle ear fuse together, should avoid noisy occupations of all kinds.

Further causes of ear sickness can be traced to such complaints as scarlet fever, influenza, diabetes, gout and certain blood affections. Likewise excessive indulgence in alcohol, tobacco and certain drugs often contained in patent medicines also affects the hearing in varying degrees. Industrial workers may have to work with poisonous materials which in time may affect the aural nerve and produce deafness in some form. When it has been ascertained by medical diagnosis, coupled with the special knowledge of the personnel manager and works surgical staff, that factory noise is the aggravating factor, the trouble may be tackled by the methods outlined above and in your article.

Yours, A. E. HOPKINS.
41 Pottery Road,
Birmingham 32.

Elderly Workers

Sir,

This Society was interested in Dr. L. G. Norman's article "Industry—and the Nation—Needs the Elderly Worker" in the February issue of your magazine. Recently we conducted a survey among 400 of our member firms to discover what was being done to facilitate the continued employment or re-employment of elderly people, and we are now issuing a pamphlet which is designed to help firms evolve a policy.

To give you an idea of the lines on which our work is developed, I cannot do better than quote the last paragraph of the pamphlet:

"There is a great deal of research yet to be done into the problems of ageing before we are fully equipped to use our old people in the best national interest and to their personal advantage. Some progressive employers have in the past looked to the time when the normal retiring age might be reduced rather than increased, and surely no one would wish to deny that it is socially desirable for old age to be a pleasurable experience. But in the present-day conditions, a *working* old age appears to be a social and economic necessity; and employers already convinced of the value of good working conditions and welfare amenities should not need persuading to evolve and put into effect a policy that would make old age not only pleasurable but productive."

Yours etc., THOMAS FASSAM.
Industrial Welfare Society,
London, W.1.

How a Dutch Firm Houses Its Women Workers

By WINIFRED CHERRY

Faced with the problem of finding lodgings for their female staff, recruited from all parts of the country, an East Holland bus company bought an hotel and made it into a home-from-home.

Home, sweet home for conductresses. The Vijverberg hostel combines hotel amenities with a homely atmosphere.

A NEW Dutch experiment is proving to be a great success.

The Geldersche Tramwegen, a bus company which operates an extensive service in East Holland and organises international tours of many European countries, has long been troubled by a problem well known to many firms—that of housing women employees. The conducting staff is entirely female, and it is impossible to recruit enough workers from the immediate vicinity of the bus centres. Therefore, many of the girls come from homes elsewhere in Holland and, until two years ago, it was very difficult to find them suitable lodgings. Now, the problem has been solved by The Vijverberg, a hostel for conductresses. Hostel, though, is too cold a word to describe this warm, friendly place which, far from falling into the pit of becoming institutional, successfully combines hotel-like amenities with an atmosphere of home.

The Vijverberg was an hotel which the bus company bought and adapted to the needs of about forty conductresses. The light, airy bedrooms mostly contain two or three beds (only one room is shared by as many as six girls) and there are several single rooms for senior girls. Every bedroom has pleasant, good quality furniture and hangings, and a wash basin with hot and cold water. The girls have complete freedom to arrange the furniture as they wish, to hang their own pictures and coloured scarves on the walls and to decorate tables and chests-of-drawers with their own ornaments and books.

It is the policy of the organisers to keep rules and regulations to an absolute minimum so that the conductresses may look upon the hostel as a home, rather than as just somewhere to eat and sleep. Washing, drying and sewing rooms are provided so that the girls can look after their own clothes.

Downstairs, a recreation room is equipped for indoor sports and a comfortably-furnished sitting-room provides less energetic entertainments, such as radio and gramophone. The girls may bring friends of both sexes in here at any time and entertain them to tea. This sensible attitude towards visitors pervades the hostel. Even a visitor's bedroom is provided so that conductresses may occasionally invite relatives to come for week-end visits.

It is quite obvious that the conductresses are very proud of The Vijverberg and its lovely garden, and do look upon it as a second home. Whoever was responsible for furnishing the place proved himself a first-rate psychologist in choosing the best quality articles for these young girls, some of whom probably come from homes where furniture is not respected and good furniture is unknown. The gamble has turned out successful for almost without exception the girls are so proud of their furniture that they take great care of it.

Life in a hostel has innumerable advantages over life in "digs," particularly for shift workers. Few landladies will, or can, change their meal times to suit the lodger's timetable, or provide a hot drink late at night for the girl who comes in cold and hungry after working the last shift. However, for the kitchen staff of The Vijverberg such provisions are all in a day's work; the dining-room table is always set for a meal.

Surely this experiment might be emulated to great advantage by British firms who have a female "housing" problem.

Life in a hostel is better than life in "digs" for shift workers like these conductresses, taking their ease in the Vijverberg sitting-room.

Suggestions Swell The Sick Funds

THE value of a well-organised suggestions scheme has been proved many times over by the management of Aveling-Barford Ltd., who receive about 300 suggestions each year.

Awards are based on the amount of money saved in the first year as well as on other results. The sum awarded is divided as follows: 40 per cent to the suggester and 20 per cent to the person assisting him; or 60 per cent if the suggester has put forward the idea alone. Forty per cent is placed in the works benevolent fund, the distribution of which is controlled by a sub-committee of the works council.

One of the highest awards made last year was £180 for the suggestion that the dynamo cross plates which were being fitted as standard to a certain type of diesel roller should be omitted unless actually ordered by the customer. The plate was not used on a large proportion of machines and it was calculated that this idea would save a lot of steel. The suggestion resulted in an estimated saving of £180 in one year.

The scheme is worked through a post-box system, and the management undertake to investigate all ideas. Boards publicising details of suggestions and awards are placed at vantage points in the works. Management has emphasised that employees will not receive less pay as the result of suggestions bringing about improvements in production methods; in fact, every consideration is given to help them to show increased earnings.

Production Up 10%

STANDARDISATION of components and a revision of their incentive bonus scheme raised productivity by no less than 10 per cent last year in the firm of John Fowler and Co. (Leeds) Ltd., manufacturers of Diesel crawler tractors and Diesel locomotives.

The firm's design department have standardised as many components as possible for use in the four different models of Challenger tractors. Many of the component groupings and sub-assemblies (e.g., change-speed gear boxes, bevel boxes, and complete steerage clutch units) are also common to all models. Men working on assembly can, therefore, be transferred from one tractor model to another without any loss of production time.

Plans to step up productivity were undertaken when it was noticed that output increased considerably every year just before the holiday period, indicating the existence of greater production capacity. At the end of 1950, in an attempt to obtain consistently higher production, the management displayed notices assuring workers that job prices would *not* be lowered even if production increased considerably. This promise was put before the workers at joint production committee and shop stewards' meeting also.

At the beginning of 1951 the management went even further. Good bonus payments were already being earned by most of the workers, but it was felt that certain skilled tasks were earning rather less than their worth in bonus money. Strict quality control precluded the possibility of the skilled craftsman speeding up his output to the same extent as the repetition worker, and it was to iron out this anomaly that a programme of job evaluation was undertaken throughout the works.

All jobs performed in the factory by pieceworkers were segregated into five categories of grades involving the various degrees of skill. Those in the higher categories then received an additional percentage over the previous bonus rates. Since the scheme came into force, workers have increased their total wages by an average of 10 per cent.

A thriving suggestion scheme is in operation at the firm. Rate fixers assess the annual saving in time-costing resulting from any adopted suggestion and the worker is paid an award based on this saving.

AT TWENTY-ONE CLUB LUNCH

Triplex Safety Glass Co. recently gave a lunch in London to 150 members of their 21 Club, whose members have all completed 21 years' service with the company. Among the 100 employees who travelled from the Birmingham factory were eight who were admitted to membership at the lunch. In this group are (left to right) Mr. H. W. Baker, the Club's chairman; Mr. Kenneth Horne, the radio comedian and Triplex sales director; Lord Stanmore, deputy chairman of the company; and Sir Graham Cunningham, chairman and managing director.

Money Spinner

THE 22,348th suggestion submitted in a 44-years-old works suggestion scheme has brought an award of £100 to an employee of Kalamazoo Ltd., Northfield, Birmingham. He works in the despatch department, where he discovered that in the packaging of carbon papers two boxes were often used when one amended box would suffice.

His idea will mean a saving of £200 in six months, and he, in accordance with the rules of the suggestion scheme, will receive half.

Save Sight and Save Cash

MANY American firms spend time and money on selection tests, but few are doing really careful visual examinations. The Purdue University Industrial Vision Institute, which has made a study of several thousand employees in fifty industrial plants over the past five years, has found that visual capacity necessary to safety, high production and good quality work

is lacking in from 10 to 50 per cent of industrial employees.

A man cannot work any better than he can see. A recent study in one plant revealed that 37 per cent of spoiled work was due to defective vision. The fact that an employee is already wearing spectacles in no way indicates visual preparation for all jobs; in fact, it is probably a good reason for further examination. The type of test or examination given must be carefully matched with the demands of the job, and must be devised by people who are not only professionally qualified but who are also thoroughly familiar with these job requirements.

A well-organised visual programme is not a matter of charity, but good business. It assures the health and safety of employees, ensures proper job placement, reduces labour turnover, improves working efficiency, and reduces costs. (Condensed from *Supervision*, 1/52.)

Chart Prevents Accidents

A POCKET safety chart, devised by a director of the Leeds and Bradford Boiler Co. Ltd., Stanningley, is proving successful in reducing accidents due to overloading of chain and rope slings. This takes the form of a plastic card, about 3 in. by 4 in., on one side of which is a chart enabling the weight of steel plates to be estimated easily and quickly. On the reverse side is a table giving maximum safe working load on sling chains, plus a few words of advice on avoiding some of the more common unsafe practices.

These pocket charts are issued to operators on the job, and each man is responsible for observing the rules and regulations laid down. (Condensed from *The Factory Manager*, 2/52.)

Cementing Good Relations

EMPLOYEES qualified to join the Blue Circle Cement group's profit-sharing scheme are regarded as having the following notional holding of shares for each complete year of service: (a) For the year in which they attain the age of 19—5 shares (b) for the year in which they attain the age of 20, and for each of the following nine years—7 shares (c) for each subsequent year of service (up to a maximum holding of 220 shares)—5 shares. Employees receive the same rate of dividend as that paid on ordinary stock, which in 1951 was 27½ per cent. Part-time employees receive a dividend at the rate of half that payable to full-timers.

In the group's sickness scheme, senior members pay 9d., and juniors 3d., per week. Benefit is at the rate of 15s a week for seniors and 6s. for juniors. At the end of the year any money left in the fund is paid out to members. Last year each man received a repayment of 19s. out of the 39s. he had paid in. The aim is to discourage workers from being absent for trivial sicknesses. (Condensed from *Co-Partnership*, Winter, 1951.)

Bonus For Bakers

PROFIT sharing, bonus schemes and pensions as applied to the smaller bakery unit, are something new. In Cowdenbeath, Fife, William Reekie and Son Ltd., with seventeen employees, have proved the value of these methods in their first year of working as a limited company.

Over £200 was distributed to the employees as a bonus for 1951 services. This year, as from January 1, the firm goes on to a profit sharing scheme which will replace the bonus system. Last summer a pension scheme was introduced embracing all employees. Production has jumped by 20 per cent over the past year, as a result of these methods and installation of modern machinery.

Retirements Honoured

TWENTY-FIVE former employees, whose aggregate of service totalled over 780 years, were entertained by directors of David Brown Companies. Among the guests was Miss Mary Hamshaw Blanshard, one of the first nursing sisters to take up a post in industry.

BREWERY STAFF RELAX IN COMFORT

These girls are not in a luxury hotel but in the cloakroom of the new offices of Ind Coope and Allsopp at Burton. The old cask office, hop room, a passage leading to the brewery, and similar unpromising places have been transformed into bright, modern, well-equipped offices.

Ideas & News from House Magazines

Accidents Halved

A reduction of 50 per cent in accidents to young people was achieved by the safety department of Steel, Peech and Tozer during 1951. The frequency rate for all accidents also showed a decrease of 25 per cent on the 1950 figures. Handling of materials again proved responsible for a higher percentage of accidents than from any other cause. **(The Phoenix Gazette.)**

Two Records Broken

At the Richard Thomas and Baldwin's blast furnaces at Redbourn the tonnage of iron reached an all-time two-furnace record of 4,351 tons. This breaks the previous record set up in 1938.

Coke produced in the same week reached 6,870 tons, 10 tons above the previous record which had been set up only a fortnight earlier. **(Ingot News.)**

Long Service Awards

Mr. F. A. Spence-Brown, chairman of Universal Transfer Co. Ltd., and a director of the parent company, Johnson, Matthey and Co. Ltd., presented two employees with a gold watch and cheque for £40 each in recognition of 40 years' service with the firm. Twelve others earned cheques for £40 each with 30 years' service, and two others received cheques of £15 in recognition of 20 years' service. **(The Bulletin.)**

Better Work Conditions, Lower Costs, from this Overhead Device

By A. G. THOMSON

Congestion in the machine shop is eliminated when individual electric motors replace belts and shafting as the driving agent. Overhead busbars with plug-in boxes at close intervals provide a power distribution system which is convenient, economical and flexible enough to meet the changing requirements of production lines.

A machine shop after conversion to individual drives by motors supplied with current from overhead busbars. Note numerous power points.

WORKING conditions in machine shops have been enormously improved by the modern practice of providing an individual electric motor drive for each machine. The elimination of belts and shafting has removed one of the principal causes of clutter and congestion, and immediately opened up new possibilities for production planning.

It soon became evident that the installation of an electrical power-drive system was not merely a question of running cables between the source of supply and the production machinery. Engineers employed in the installation and maintenance of factory equipment were quick to realise that only busbar systems could be flexible enough to meet the changing requirements of production lines. Some engineers devised their own systems, but these almost invariably suffered from the disadvantage that power supply to the busbars had to be disconnected before any additional circuits could be provided. The demand for flexibility could only be met by a system in which power points were available at frequent intervals, so that connections could be made to live busbars with maximum speed and safety.

A flexible system of power distribution, with overhead busbars and fused plug-in boxes at 2 ft. intervals, first made its appearance some fifteen years ago. Motor-car manufacturers are normally faced each year with a rearrangement of machine shop layout to suit the annual changes in design. The first overhead busbar system was developed by the English Electric Co. in co-operation with the motor industry, in order that this plant rearrangement might be effected with maximum speed and economy, with minimum loss of production time, and without necessitating the shut-down of machines not involved in the change.

How Costs Are Cut

Even in factories where the machine shop layout is not subject to frequent change the distribution of power by overhead busbars at or near roof-truss level has important advantages. It eliminates costly chasing of the floors to sink conduits between fuseboards and machines and it is more economical in conduit and cables. Due to the speed and ease of installation a substantial reduction in labour costs is also achieved. Though the busbar may cost more than fuseboards, a complete busbar installation usually shows a saving compared with a complete distribution board installation.

When a shop equipped with belt-driven machine tools is motorised, overhead busbars can be mounted at roof-truss height and made "alive" before the line shafting is dismantled. As each machine is motorised it can be quickly and easily supplied with power via a plug-in box, thereby allowing production to continue virtually without interruption while the change over takes place.

Should it become necessary for a machine shop to be transferred to an entirely new site, the overhead busbar can be removed complete with its plug-in boxes and re-erected with negligible loss of cable. In the older systems the conduit was usually sunk in the floor of the shop and the main cables were not recoverable in lengths to suit the new site.

The versatility of overhead busbar distribution was repeatedly demonstrated during the war. The system played an important part in the equipment and operation of munitions factories, which had to be brought into commission with minimum delay. In many cases busbars were installed as soon as the roof was in position, and almost always long before the actual layout of machine tools had been decided. As the machines arrived at the factory their supply circuits were plugged into the busbars. The machine shop layouts in these factories were subject to frequent alterations as production requirements changed. In one

(*Continued on page* 445.)

Rescue Course for Industrial Instructors

By S. M. EVANS, M.B.E., A.R.I.B.A., A.R.I.C.S.
County Chief Rescue Officer, County Council of Middlesex

Middlesex County Council last year offered facilities to industry and commerce for the training of "general" and "rescue" Civil Defence instructors. The offer met with a prompt and enthusiastic response from firms in the county. So far two "green certificate" industrial rescue instructors' courses have been held, and it is believed that these are the first of their type in the country. In this article Mr. Evans, one of the country's foremost experts on Civil Defence rescue work, describes the course he evolved. Next month he will give further details of the course and deal with general rescue principles and leadership.

THE first need for industrial and commercial Civil Defence is, of course, the training of instructors. Volunteers to the Civil Defence Corps, organised in divisions under local authority control, are given training in their respective duties by instructors who have qualified at one of the three Home Office Civil Defence Technical Training Schools, or by green certificate instructors trained locally by qualified men or women who have passed through the Home Office schools.

This green certificate scheme will have to be used for the training of "general" and "rescue" instructors for industrial and commercial Civil Defence if the necessary numbers are to be ready in time to avoid delay in starting the training of personnel. Under this scheme the instructors who take and pass special courses held locally are issued with a green certificate which enables them to undertake the training of volunteers, but they must be prepared in due course to attend a further short course at one of the Home Office schools to obtain a confirmation certificate. Then they will be fully qualified and entitled to train other instructors.

Middlesex County Council envisaged that the requests for the training of green certificate instructors would be likely to fall into the following categories:

1. The county council making all arrangements for a course.
2. As for (1) but industry supplying accommodation for lectures.
3. As for (2) but industry supplying facilities and equipment for practical instruction.
4. The county council providing only the sites for practical instruction.
5. The county council making arrangements for the examination of persons trained by industry.

Based upon a minimum number of fifteen trainees per class, charges were worked out for the work involved which, so far as the rescue instruction is concerned, amount to: (1) £8 15s. per trainee; (4) £1 1s. per session not exceeding three hours; (5) 5s. 1d. per trainee. These charges are calculated on the basis of industry's supplying trainees in categories 1 to 3 with the appropriate Home Office training publications. Arrangements for the training are made by the County Council and all the County District Councils have been asked to forward applications received from industrial firms to the County Civil Defence Officer.

The response by industry was prompt and enthusiastic. The first course, held at Ealing with the active co-operation of the Ealing Borough Council, consisted of fifteen trainees forming two parties. These were drawn from a variety of firms in the county. Some trainees came from the building maintenance sections and others from the firefighting units of their firms. All were trying to learn rescue technique and to qualify as rescue instructors entitled to train their colleagues.

Nine of the fifteen passed the qualifying examinations.

The second course was held at Willesden with the co-operation of that Borough Council, who provided lecture rooms at the Town Hall. Twelve of the fifteen trainees passed the examination. Practical work—a considerable proportion of the instruction—was undertaken on a site made available by the Ealing Corporation and at the County Council's rescue training ground at Shoot-up Hill, Willesden.

Among the industrial concerns

Lifting a "casualty" by means of webbing bands. Practical work such as this—an awkward job because the "casualty" is right up against the wall—forms a large part of the course.

which sent men to be trained were a large electrical engineering firm, motor engine manufacturers, furniture manufacturers, fire engineers, duplicator manufacturers, British Overseas Airways Corporation, nationalised gas and electricity undertakings, watch and clock manufacturers, food manufacturers, industrial gas manufacturers and Government works departments.

In each course instruction has been given by whole-time rescue instructors, County Council employees who are Home Office school-trained and hold "special" rescue certificates. Examinations were held under the conditions laid down by the Home Office for the green certificate scheme and were conducted by independent and fully-qualified rescue instructors.

Each course lasted two weeks, totalled 60 hours, and called for the whole daytime attendance of the trainees from Monday to Friday each week between 9 a.m. and 4.30 p.m. Training equipment tools, lifting appliances and gear, and a standard rescue vehicle for each party were made available by the County Council.

Mr. H. J. Ralphs, instructor, fitting remote breathing apparatus on one of the trainees, who is about to enter a hazard against which the ordinary respirator gives no protection.

The instruction, based on the full rescue section syllabus, comprised both lectures and demonstrations plus a great deal of practical use of equipment and practice in rescue methods on the training ground. This training ground consists of a row of large, detached houses in various stages of ruin, wherein rescue operations and the use of the appropriate tools and equipment can be carried out under realistic "bombed" conditions.

Practice in the use of tools, cutting appliances and lifting and lowering tackle and methods is essential in rescue training, and the staging of problems involving the release of trapped "casualties," and their handling in difficult and hazardous situations, must be demonstrated and undertaken.

In planning the course, the following principles were kept in mind:

Time-table must be adjustable to suit the weather. Each trainee *must* do the practical work and acquire such a thorough grounding in the right techniques, knotting, lashing, use of tools and methods of rescue that he can readily and satisfactorily impart his knowledge to others.

Much attention should be paid to the would-be instructor's ability to lecture and demonstrate, though he need not have done any teaching before. Men selected for training as rescue instructors should preferably have previous knowledge of the building industry. They must never attach too much importance to the theoretical or lecturing side, to the detriment of the practical operations and demonstrations. In rescue training, at least 75 per cent of the instructional time should be devoted to practical work.

[The County Council accepts no responsibility for any statement contained in this article.]

Four Firms Hold Joint C.D. Staff Course

"INDUSTRIAL CORPS WANTED" (Lever Bros. director)

TILES from the roofs of houses in Hiroshima were exhibited—to demonstrate the effect of heat flash—during the two-day Civil Defence staff course held in January at Ashridge College, Berkhamstead, for seventy-five unit Civil Defence Officers from Lever Brothers and Unilever Ltd., Dunlop Rubber Co. Ltd., Shell-Mex and B.P. Ltd., and I.C.I. Ltd. Object of the course was to provide training and study in some aspects of the higher direction of civil defence operations. It was conceived and planned by Mr. J. T. Petrie, chief Civil Defence Officer of Lever Brothers and Unilever Ltd.

Lectures were given by Mr. G. R. Stanbury, a member of the staff of the chief scientific adviser to the Home Office, instructors from the Joint School of Chemical Warfare, and the members of the Civil Defence and Army staff colleges. Subjects covered included the effects of atomic explosions, in which it was shown that the changes required in defence to meet the latest developments in scientific warfare were of scale rather than of method; aspects of chemical and biological warfare, and the means by which some of the effects of this type of attack might be neutralised; and the organisation of Civil Defence forces, both nationally and locally.

During the course an attempt was made to outline the scale of attack that might threaten these islands, should war come, and to show the forces that would be available to combat such an attack, thus creating a national background against which the Civil Defence Officers might plan their own schemes.

Addressing the closing session, Mr. Huffam, a director of Lever Brothers and Unilever Ltd., emphasised that each industry had its own hazards and risks and that, though some guidance could be expected from the Government, it was largely up to industry to work out its own answers to these problems. A defence scheme within any large industry must be decentralised and the key to success was that each individual factory must fight its own battle, drawing on support from its neighbours and local authorities, and making contributions towards the general scheme when possible.

Mr. Huffam went on to lend support to the proposed formation of an Industrial Civil Defence Corps, pointing out that it would go a long way to dispel the confusion that existed between industry and the local authorities. Such a formation would be complementary to the local authorities' organisations. It would not only grant industry's C.D. volunteers official status, but would also ensure true industrial representation at all levels in the existing national scheme. Further, it would provide a convenient passage for information between factories and the joint planning staff at the Home Office. In his view, the factory unit felt its present representation at the highest level was too cumbersome and remote to be effective. An early and important step might be the appointment of an industrial liaison officer at each regional H.Q.

Members of the course were welcomed by Admiral Sir Denis Boyd, Ashridge principal. The opening address was given by Major-General J. S. Lethbridge, Commandant of the Civil Defence Staff College, Sunningdale, and the closing address by Sir John Hodsoll, Director General of Training at the Home Office.

Factory Deaths Were Up in 1950

A SLIGHT increase in accidents during 1950 is recorded in the annual report of the Chief Inspector of Factories. There were 193,059 accidents notified, of which 799 were fatal, as against 192,982, including 772 fatal ones, in 1949. The seriousness of this increase is mitigated to some extent by the fact that the number of workers in the manufacturing industries rose by 200,000 during the year, and to an extension of risk owing to increased overtime working. Heavy industries actually showed an appreciable decrease in accidents.

A serious rise—22.5 per cent—in accidents arising from the cleaning of machines by women and boys indicates a lack of proper instruction and discipline. There was also a rise of 6 per cent in accidents due to "persons falling," obviously requiring concentration on the provision of safe means of access and safe working places. Cases of sepsis dropped by over 9 per cent (from 16,805 to 15,245), but there is still room for improvement.

For the first time since 1895, *when lead poisoning became a notifiable disease, there was no fatal case out of the* 57 *reported.* Cases of industrial dermatitis notified totalled 3,579, 38 fewer than in the previous year. Analysis showed that there were three times as many cases among men as among women, and no age group was immune.

Progress in Foundries

Greatest strides in improvement of health and welfare conditions were made in iron foundries, and the report states that hardly any other industry has reacted so wholeheartedly to such radical changes in production methods and working conditions. Increased attention is being paid generally to lighting in factories, but the Chief Inspector puts in a plea for more windows that can be cleaned easily from the inside. Colour in factories is now a permanent feature and is being extended. The new regulations requiring provision of seating, which came into force during the year, are said to have aroused more interest than any other new item of factory legislation in recent years.

The popularity of evening work continued to grow. The supply of women available in some areas was in excess of demand. The general attitude was summed up by a Midlands woman employed in a mop-making factory, where "Music While You Work" and tea were provided. She said, "It is as good as going to the pictures." Enthusiasm for evening work is also spreading among elderly men.

While the number of canteens has increased (5,092 factories employing over 250 had canteens providing hot meals, compared with 4,979 in 1949; and 11,174 smaller factories had canteens compared with 10,849 in 1949); fewer workers were using them owing to the increased cost of living.

New Disputes Procedure?

CONFEDERATION of Engineering and Shipbuilding Unions have asked the National Federation of Engineering and Allied Employers to consider a proposal that the 1922 procedure agreement, as it affects avoidance of disputes in the industry, should be terminated and a central National Joint Council formed to take its place.

The confederation's view is that at present disputes take too long to settle. The proposed council should not only prevent stoppages occurring, but its constitution should provide for a share in management by the unions.

Not Enough Managers

SHORTAGE of capable men at the higher managerial levels, both technical and administrative, is handicapping the British coal mining industry according to the report of the United Nations Economic Commission for Europe. The Coal Board's schemes for education and promotion should contribute to a solution, but meantime unless recruitment from outside the industry can be accelerated, this managerial bottleneck may be more serious than the more highly publicised shortage of manual labour in the pits.

Labour Reserve Probe

OUT of some 6,500,000 people over pensionable age, only 750,000 are insured as employees, according to the *Ministry of Labour Gazette* for February. This fact reveals a large reserve of unused labour, and in order to exploit it the Minister of Labour has set up a National Advisory Committee on the Employment of Older Men and Women, under the chairmanship of Sir Peter Bennett, M.P., Parliamentary Secretary to the Ministry. The committee is composed of representatives of employers, trade unions, Government departments, nationalised industries. The interests of local authorities, medicine, research, social science and welfare organisations are also represented.

The problem is not confined to people of pensionable age. The point at which age becomes a handicap in employment depends upon changes in the individual, the nature of his work, the attitude of his employer and workmates, state of the labour market and other factors, all of which the committee will investigate.

Scholarships Offered

SEVENTY-FIVE scholarships for the study of production technology and management at selected universities in the U.S.A. are offered by the Ministry of Education as a means of increasing productivity at home. Travelling expenses, tuition fees and maintenance allowances will be paid. It is hoped that this year more employees from small firms will participate.

Forty awards, available for the study of management and tenable for nine months, are open to people between twenty-three and thirty-five, of potential management grade, with at least three years' industrial experience. Thirty-five awards for the study of production and management, and tenable for one year are open to students with honours degrees in pure science or technology.

Courses start September, 1952. Closing date for applications, April 16 and 30 for technical and management awards respectively.

Conciliation in the Banks?

THE Minister of Labour has agreed to set up a small working party drawn from representatives of the National Union of Bank Employees and the Bank Staffs' Association to discuss the question of establishing joint conciliation machinery.

SAFETY CLOTHING ON SHOW

One way of helping to reduce the accident rate. A graphic display in a safety exhibition staged by May and Baker Ltd., Dagenham.

WAGES NEWS

FIREMEN — Firemen throughout England and Wales have decided to reject the recent pay award of 16s. 6d. a week and make a new claim for £1. They also seek a reduction of hours from about 60 to 48 per week.

SHIPBUILDING WORKERS—Confederation of Shipbuilding and Engineering Unions have submitted a claim for a wage increase of £1 a week for all apprentices, boys and youths in the shipbuilding and ship repairing industry.

PRISON OFFICERS—About 4,000 prison officers receive an increase in pay of approximately 15 per cent.

DOCK WORKERS—An increase of 1s. 6d. a day on time rates, and proportionate increases for piece workers have been awarded to dock workers. Minimum daily wage will be £1 2s. 6d. and £6 3s. 9d. the minimum for an ordinary working week.

CHINA CLAY WORKERS — Employers' offer of an increase of 7s. a week and a bonus of 10s. as an "inconvenience payment" for those working a complete Saturday afternoon shift to 10 p.m. instead of 3.30 p.m., has been rejected by the employees. Offer also included an extra week's holiday with pay. Main objection was to Saturday afternoon shift work.

CLOTHING WORKERS—Claim of the National Union of Tailors and Garment Workers for a general wage increase of 6d. per hour has been rejected by the employers.

POST OFFICE WORKERS — Increases ranging from 6s. to 11s. a week have been granted to higher grade postmen (formerly known as sorters).

HAIRDRESSERS — Hairdressing Undertakings Wages Council (Great Britain) have told the Minister of Labour they intend to increase statutory pay by 5s. and 7s. 6d. a week according to grade, for adult men and women, with proportionate increases for apprentices and workers under 21.

RETAIL DRAPERY AND FOOTWEAR WORKERS—Retail Drapery, Outfitting and Footwear Trades Wages Council (Great Britain), have notified the Minister of Labour of proposals to increase statutory minimum pay by amounts varying from 7s. 6d. to 12s. a week according to grade, with proportionate increases for juniors.

POTTERY WORKERS — National Society of Pottery Workers have submitted a claim for a 20 per cent bonus on total weekly earnings to meet the increased cost of living.

The Arts Council, which charges £12 a year for the hire of a set of reproductions of famous pictures, is finding that more and more canteens are also becoming art galleries.

For "Prompt and Courageous Action"

Two days before his death the late King approved a list of thirty people recommended for awards for bravery. Among them were two men employed at the North Thames Gas Board's Beckton works—40-year-old Mr. Herbert Carbine (left) who was awarded the British Empire Medal, and 45-year-old Mr. William Lake, seen here with his mother. Mr. Lake received the King's Commendation for Brave Conduct.

Supervisors' Course

A MOST successful residential course was held last month at Ilminster, Somerset, by the Institute of Industrial Supervisors on "The Practice of Management." Fifty senior supervisors from seventeen firms attended. The course was conducted by David H. Bramley, head of the department of industrial administraion, Birmingham College of Technology.

A second course on "Work Study for Supervisory Management" will be held from May 2 to 4. Details may be obtained from the General Secretary, 47 Temple Row, Birmingham.

Workers With Wings

PLANS to enable employees to qualify as pilots are being considered by the Midland Aero Club, using Elmdon Airport, Birmingham, as their centre. Part of the cost of the 30 hours' training which is necessary will be borne by the firm, and can be claimed against taxation, and part by the employee.

Charges in Birmingham are £3 an hour for solo flying and £3 10s. for instruction. About twenty firms are reported to be interested in the scheme. The Midland Aero Club, formed in 1910, is the oldest British flying club in existence, and is an Air Ministry approved school for flying instruction.

Woman as a "Creative Unit"

MISS JOYCE MARSH, president elect of the Institution of British Launderers, told members recently that "a woman must first and foremost be treated as a creative unit and not as a machine minder."

"Lorna" (representing the feminine 80 per cent of the 143,000 workers employed in the laundry industry) could satisfy this creative urge in her job, given the right leadership and conditions. A woman always takes a personal interest in all she does, and management must take a personal interest in her. She is accustomed to taking her full share of responsibility in the home and will do so in industry, if given the opportunity.

Better Communications

A NEW centre to "help in the improvement of all spoken and written communication within industry and commerce" has been established by the British Association for Commercial and Industrial Education at its headquarters, Management House, Hill Street, London, W.1. This puts on a permanent basis the work carried out by B.A.C.I.E.'s communication courses over the past two years.

Miners Reject Italians

NATIONAL Union of Mineworkers have asked the National Coal Board to suspend recruitment of Italians for the coalfields, and have thus dealt a serious blow to hopes of a substantial increase in coal output this year. Announcing the executive's decision, the president of the N.U.M. stated that the bargain made with the Coal Board to train the 1,796 Italians already in Britain would be honoured.

I.P.M. Training Courses

ONE-YEAR training courses in personnel management will start in October, 1952, at the London School of Economics, Manchester College of Technology, and Glasgow School of Management Studies. Application for the course at the London School of Economics must be made by April 30, but those for Manchester and Glasgow may be received up to August 30.

The courses include practical work in industry as well as management studies and are open to men and women over twenty-four, and to university graduates of any age. Further details may be obtained from the Secretary, Institute of Personnel Management, Management House, Hill Street, London, W.1.

Pneumonoconiosis Benefit

THE Pneumonoconiosis and Byssinosis Benefit Scheme, 1952, which came into force on March 10, provides an allowance of 40s. a week (which may be increased in certain circumstances) for persons who are totally disabled by pneumonoconiosis or byssinosis, and who have never received workmen's compensation or industrial injuries benefit for their disease.

The scheme also provides a death benefit of up to £300 for the dependent members of the family of a person dying from either disease, where neither workmen's compensation nor industrial injuries benefit is payable for the death. Deaths which have taken place on or after January 1, 1950, are covered.

Those entitled to benefit should apply to the nearest local National Insurance office for a copy of leaflet P.N.1.

1952 T.B. Conference

THE Third Commonwealth Health and Tuberculosis Conference will be held in London from July 8 to 13. The Conference is open to all interested in preventive medicine, including industrial executives, nurses and doctors. Further information can be obtained from the National Association for the Prevention of Tuberculosis, Tavistock House North, Tavistock Square, London, W.C.1.

Unemployment Rises

THERE were 91,000 more people unemployed in February, 1952, than at the same date last year. The total of 393,500 represents 1.9 per cent of the estimated number of workers. Greatest increases were in the North-western and Northern regions, Scotland and Wales; lowest in the Midlands.

The Minister Said . . .

Answers to Questions in the House

Defence Workers

Main shortage of workers for the defence programme was skilled men in the principal engineering occupations. The number of unfilled vacancies rose from 21,000 in October, 1950, to 35,000 in December, 1951. In a few areas there was also an acute shortage of unskilled workers. (*Minister of Labour*, February 21, 1952.)

Agricultural Workers

Periods of deferment from call-up, up to a maximum of twelve months at a time for stockmen and six months for other workers, would be granted, and applications for renewal would be granted without further reference to advisory panels where circumstances remained unchanged and efforts made to find a substitute had proved unsuccessful. (*Minister of Labour*, February 28.)

Night Baking

Observations from the main organisations in the baking industry on the recommendations of the Committee on Night Baking, reported in October, 1951, were being examined and a statement would be made shortly. (*Minister of Labour*, February 26.)

Technical Education

Primary responsibility for provision of technical education lay with local authorities and managers of further education establishments. The Scottish Education Department was in touch with these bodies and with industry to encourage provision of the necessary facilities. Much new building for technical education had been in hand for some time, and a considerable amount had been recently completed. Buildings for this purpose were being given equal priority with schools. (*Secretary of State for Scotland*, March 3.)

Labour Supply Inspectorate

Labour supply inspectors have power to enter and inspect undertakings and require employers to produce books, accounts and records, and to furnish information relating to the use of labour in the undertaking. They are only authorised to use this power when an undertaking has asked for more labour to be supplied. The inspectors' function is to advise whether additional labour is needed. (*Minister of Labour*, March 11.)

Personal Column

At the investiture held on February 27, **Mr. George Barnett,** H.M. Chief Inspector of Factories, received the knighthood conferred on him in the New Year's honours list.

Sir George was appointed Chief Inspector in March, 1947. His connection with the Ministry dates from 1920 when, after holding a commission during World War I, he passed the reconstruction examination and began his official career as an inspector in Liverpool.

From Liverpool he was transferred to the southern division, and further moves embraced Rotherham, Preston, South Essex, West Ham, London and Manchester. Sir George became a Deputy Superintending Inspector in the central Metropolitan division in 1940, and held the same post in Manchester later in the same year, eventually becoming Superintending Inspector there in 1941. His appointment as Deputy Chief Inspector at headquarters came in July, 1944.

Sir George Barnett.

Wherever his duties have taken him, Sir George has been in demand for extra work. While in the north, he served on many committees, and prior to his appointment as Chief Inspector was chairman of the power press standing committee, the horizontal milling machines committee and the joint advisory committee on conditions in cotton mills.

He is keenly interested in staff matters and was chairman of the staff association from 1938 to 1941.

Mr. Thomas A. Edwards has retired from his post as Divisional Inspector, South Midland Division (East), after being a factory inspector for 31 years. He is taking up a part-time appointment as safety adviser to Tube Investments Ltd.

600 Employees are Proud of these Restaurants

This Sheffield engineering firm is fortunate in having a works manager who is a catering enthusiast. With other members of the staff he has brought into being works and staff restaurants which have had a most beneficial effect on employee morale

By HILARY EARNSHAW

IN the works restaurant of the Sheffield Twist Drill and Steel Co. Ltd., a modern belt conveyor carries dirty crockery out of the diners' sight and into the kitchen, where the plates are scraped and put into the dish washing machine. This thoughtful and labour-saving idea emanated from the company's own staff who, under the ægis of Mr. L. W. Claxton, works manager, planned the layout and equipment of the whole catering unit, comprising staff and works restaurants, kitchen, etc. Mr. Claxton is keenly interested in welfare and dietetics, and has made the firm's catering arrangements his hobby.

At least 600 of the company's 1,000 employees use the restaurants regularly. They take pride in their well-appointed surroundings. In the restaurants' colour scheme, for instance. The relaxing influence of blue is well known, and clever use has been made of graduated shades, darker at floor level. Striped folkweave curtains in blue, orange and beige lend elegance to both dining-rooms and in the staff restaurant the management has provided blue leather settees for after lunch relaxation. Both rooms are big, airy and well lit and each is equipped with a stage. A film projector is installed in the works' restaurant and during the winter months lunchtime entertainment is provided by a feature film shown each week in five 20 minute instalments. Employees may bring sandwiches, buy tea if they wish, and watch the film.

Dirty dishes are carried to the washing-up machine by belt conveyor.

To avoid waste, lunch must be booked either the previous day or before 7.45 a.m. on the same day. Tickets are issued to avoid queues of people paying at lunchtime, and in the case of absence for which a medical certificate is produced, the full purchase price is refunded. If no medical certificate is handed in, half the purchase price is returned. There are two charges of 1s. 3d. or 1s. 1d. per meal, including main course, sweet and beverage, and a slight reduction is made for weekly bookings. Soup and a slice of bread may also be obtained at an extra charge of 2d., and extra helpings of potatoes are supplied free on request. Employees under 18 years old pay half price and every endeavour is made to provide special meals for those on a medically prescribed diet. Teas are served for those who require them and sandwiches are provided for night workers.

On the left are some typical extracts from the daily menu.

Caps and overalls must be worn by the staff of twenty-three, and food is never left uncovered. The most up-to-date equipment has been installed, including a six compartment stainless steel chip range, a baker's oven, a dough mixer, pressure cookers and several large autosteam cabinets for keeping food warm as it is served. There is also a large cold-room and a deep freeze cabinet for perishables.

Seating capacity of the works restaurant is 450 and of the staff restaurant 100, and to cope with the number of employees, staggered mealtimes have been arranged, beginning at 12.15 p.m.

THREE DAYS' MENUS

	Special at 1s. 3d.	*Included in both prices*	*Standard at* 1s. 1d.
Monday	Roast mutton Baked potatoes Carrots and turnips	Lemon sponge and custard, or milk pudding	Meat pie Baked potatoes Carrots and turnips
Tuesday	Boiled ham Beetroot Chipped potatoes	Apple dumpling and custard, or milk pudding	Luncheon meat Beetroot Chipped potatoes
Thursday	Roast beef Brussels sprouts Chipped potatoes	Fruit pie and custard, or milk pudding	Savoury mince Brussels sprouts Chipped potatoes

New Industrial Equipment

EXECUTIVES' SURVEY OF AIDS TO INCREASED PRODUCTION

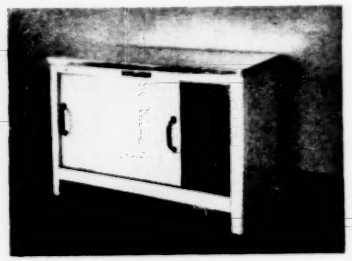
CANTEEN

Readers who wish to have more particulars of any of the products referred to in this section are asked to write to the Editor, quoting the reference number which appears at the end of the paragraph.
We are always glad to consider for publication descriptions—preferably accompanied by an illustration suitable for reproduction—of new products.

New Hot Cupboards

AN interesting new range of hot-cupboards has been produced to satisfy every catering need. It comprises three models, the Colonial, the Empire and the Imperial. Each is supplied for gas, electric or steam operation.

The Imperial is a heavy duty model; the Empire and the Colonial are in the



medium weight range. The junior of the series, the Colonial, is of steel plate, the body being welded in one unit. It is fitted with two perforated shelves in japanned finish. The doors can be lifted out for inspection, and run in stainless steel tracks. The gas model is heated by a single bar burner with non-aerated jets. A deflector plate fitted over the burner ensures even distribution of heat, and continuous lighting of the whole rail. Heating is controlled by a chrome-plated thumb tap incorporating a pressure adjuster.

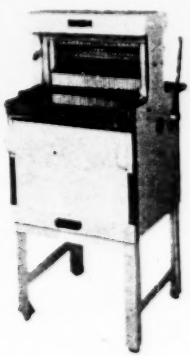
Heating on the electric Colonial is effected by large area radiant type woven elements incorporated in each shelf. Even distribution of heat is ensured by back flues and internal air circulation. Control is by two on/off switches mounted in the body. Indicator lights show whether current is switched on. Only single-phase supply is available **(PM/487.)**

Bread Slicer

OPERATION of the single control handle of this new bread slicing machine opens the feed mechanism and starts the motor driving the vertical saws. The loaf is placed in position; a gentle pressure on the handle brings it into contact with the saws, which instantly slice it. The motor then automatically stops, and the sliced loaf may be picked up from the delivery table.

The machine is constructed of heavy gauge metal on a cast-iron stand, and is finished in stainless steel and enamel. It is supplied with a spare set of saws. Height 47 in.; base 17 in. by 20 in.; net weight 154 lb.; maximum length of loaf 15¼ in.; motor ½ h.p.

The machine can be supplied in any



of three blade spacings to cut slices $\frac{5}{32}$ in., $\frac{13}{32}$ in. or $\frac{1}{2}$ in. (7 mm., 9 mm. or 11 mm.). **(PM/488.)**

Notice Boards

NEW style notice boards of special interest to canteen managers are now available. Made from a dark green rubberised composition with a perforated surface to take pegged plastic letters and numerals, these boards are supplied in polished aluminium frames for hanging or standing and are obtainable in four stock sizes:

(a) 12 in. by 15 in., with 200 ¼ in. red and white characters, plus heading in 1¼ in. red letters; (b) 23 in. by 15 in., with 400 red and white characters, plus heading in 1¼ in. red letters;

(c) 30 in. by 23 in., 600 red and white characters (assorted ¼ in. and 1¼ in.), plus heading in 2 in. red letters; and (d) 46 in. by 23 in., 900 assorted ¼ in. and 1¼ in. red and white characters, plus heading in 2 in. red letters. Additional letters and numerals are obtainable.

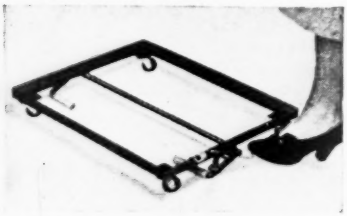
Similar in principle, a wall chart system is now being produced in which a perforated panel unit (with sixteen perforations to the sq. in.) forms a base for interchangeable plastic signals, letters and numerals to show at a glance how every job in the factory stands, which job needs special attention, details of machinery maintenance, employment of personnel in various sections, stock in hand, sales records, and so on.

The panels, which can be built up to cover any number of departments, etc., are available in two sizes, 23 in. by 11½ in. (with 4,200 signal positions) and 23 in. by 23 in. Various types of signals are available in twelve distinctive colours and can be used to show over 100 different operations or indications. Plastic title frames, perforated title sheet, red or white elastic cord, chrome or copper dividing rods, etc., are included in the outfits and calibration slips, numbered 1 to 52, correspond horizontally or vertically

with the perforated panels. Letters are obtainable in three sizes, and numerals in two sizes. **(PM/489.)**

HANDLING

Trolleys Cut Tiredness



A NEW idea to save the time and energy of office cleaning staffs, decorators, maintenance men, etc., is this self-locking footbrake trolley, by which heavy units of office or factory furniture can be moved with ease and safety. The trolley can be braked by applying pressure to the self-locking pedal.

Other types made by the same manufacturers include trolleys, fitted with composition tyred castors, for the easy movement of washing machines. Models are available for use with all standard makes of home washers. The washing machine has only to be placed on the trolley with the footbrake pedal on the same side as the wringer handle. Pressure on the footbrake holds the machine steady when the wringer is being used.
(PM/490.)

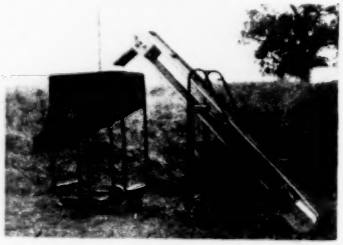
Hydraulic Lift Truck

THIS truck is designed to lift a maximum load of 10 cwt. (508 kilos.) to 58 in. in about 1 min.

The platform is lifted by working the pump handle backwards and forwards, and lowered by turning the release valve to the appropriate position. It may be stopped in any position by closing the release valve, and may also be tilted backwards or forwards to facilitate load handling. Dimensions—66¾ in. long, 30 in. wide, platform 30 in. square—have been kept as small as possible to assist handling in confined spaces and gangways. The dual purpose handle allows the truck to be pushed by hand or towed by a tractor.

The standard model can be supplied with either 6 in. wheels (lifting range 7 in. to 56 in.) or 8 in. wheels (lifting range 9 in. to 58 in.), the front wheels being equipped with fabric-lined brakes. Certified proof load is 1,400 lb., and weight 3 cwt. 3 qrs. 7 lb. A motorised model is also available.
(PM/491.)

Handy Conveyor



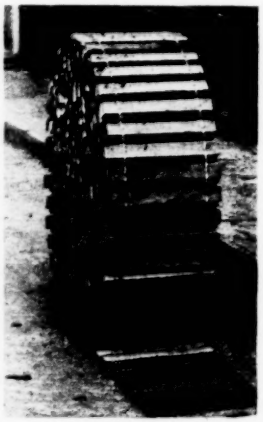
WITH a load capacity of about 100 lb., the Pressveyor is a useful portable conveyor which can be employed solo or in conjunction with the mobile hopper shown in the photograph. The 7 ft. long conveyor arm has clamped sleeve adjustment for forward and backward movement, and arm height is adjusted by a hand-operated, spring-loaded device. Width of the cleated belt is 8 in., loading height at bottom 10 in., discharging height 4 ft. 9 in. Power is supplied by ¼ h.p. three-phase motor, with Radicon 40:1 reduction gear. Belt speed is approximately 60 ft. per min. Total weight is 114 lb.

The tubular and sheet steel hopper measures 4 ft. 9 in. high overall, 2 ft. 9 in. long, 1 ft. 6 in. wide, 2 ft. 4 in. and 1 ft. 3 in. deep. **(PM/492.)**

Portable Path

MANY jobs in factories, workshops, plating shops and on building sites entail standing on wet or greasy floors or wheeling barrows across uneven, muddy ground. A new type of duck-boarding provides a firm, dry foothold which conforms to the contours of uneven ground. It is portable and can be rolled up when not in use.

It is constructed of 1½ in. by 1 in. hardwood slats, 12 in. wide, fixed to two 7-ply galvanised steel wires. Supplied in 100 ft. rolls or in lengths of



10, 15 or 20 ft., the path can easily be cut to any other size, or two or more sections can be joined together.
(PM/493.)

POWER TOOLS

Simple Saw

WITH the Rotosaw, anyone who owns a portable electric drill is equipped with a portable power-driven circular saw. The Rotosaw (weight 1 lb.) has an aluminium die-cast frame and guiding grip and the 4 in. steel

blade is supported in a self-lubricating bush. The saw blade has five teeth per in. and the adjustable fence allows cuts up to a depth of 1 in. to be made.

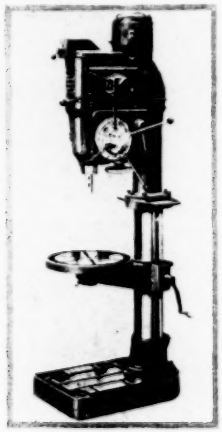
In use the spindle of the saw is inserted in the chuck of a drill with a ¼ in. capacity and a speed in excess of 1,600 r.p.m. Cuts can be made in wood up to 1 in. thick, and in sheet metal and plastic. **(PM/494.)**

MACHINE TOOLS

Nine-speed Drill

COMPLETELY redesigned, the Progress 4E drilling machine is adaptable for many purposes and has pleasing lines. The nine speed gearbox is in a self-contained unit that forms the upper part of the drill head. The various speeds from 73 to 1,065 r.p.m. are selected by means of two long levers that work in a gate housing on the gearbox.

A large, clearly marked dial makes it easy to set the correct depth; the maximum movement of the spindle is 7¼ in. Three separate automatic feed speeds, selected by means of a lever,

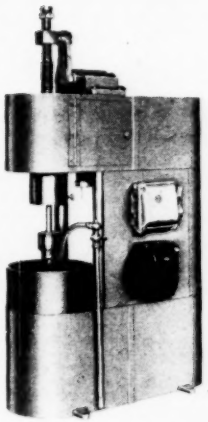


are provided. A multi-plate clutch incorporated in the fine feed handwheel unit protects the feed mechanism in the event of accidental overload. The alloy steel spindle is bored No. 3 Morse taper and the spindle nose is made to British Standards to allow for the use of an ejector device when the spindle is in its top position. Rapid and easy setting of the table is ensured by a quick action table arm clamp.

The drill has a blue-grey paint finish and the levers, etc., are chromium plated. **(PM/495.)**

Die Shaper

HERE is a new piece of die shop equipment. Tests made on the 2023/1 ripping and lapping machine have shown that it has a very high stock removal rate. Shaped dies may easily be made from round pellets, and *vice versa*. To increase efficiency and shorten the time spent on each operation, an impeller pump is fitted. This gives a continuous flow of abrasive to the lap. When the machine is operating on round dies the lap and die both revolve.



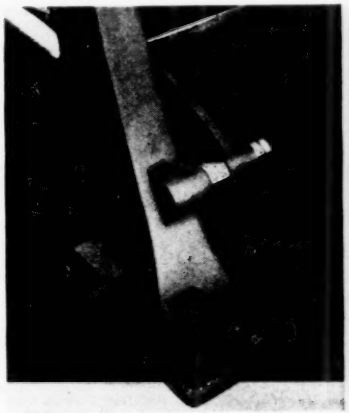
The die case is machined to take a range of die cases from 28 mm. up to 6 in. dia., and a cup fitted to the clamp ensures a steady flow of abrasive down the lap into the die. The machine, which is self-contained, is driven by a ½ h.p. motor. Once set, it may be left to complete its operation without attention, owing to the oscillating arrangement of the lap spindle. **(PM/496.)**

GENERAL EQUIPMENT

Anti-Vibration Pad

DEVELOPED to control vibration and noise transmitted by machines, Regalpak also simplifies the anchorage of machinery to all types of floors. It contains neither rubber, asphalt nor chemical binders, and is therefore claimed to be resistant to age, weather, oil, solvents, light, heat and cold. Applied with cement, it eliminates the need for lag screws and expansion bolts when a machine is being anchored. Shims or levelling blocks may be placed between the Regalpak pad and the floor, to which they are cemented.

The size of pad to be used under the base or foot of a machine is usually 1 in. larger all round than the base or foot, which thus beds itself into the pad without overhanging it; and the area of the pad, being larger than the



base or foot, increases the holding power to the floor. If installed according to the makers' recommendations, Regalpak will, it is stated, absorb from 60 to 85 per cent of transmitted vibration and noise. **(PM/497.)**

Fuel saving aid—a room thermometer with easily read pointer and dial. Comfort zone (55°-65°) is clearly marked in red. Plastic case. (PM/498.)

Summary of Official Publications

READERS' GUIDE TO ACTS, STATUTORY ORDERS, NEW RULINGS AND AWARDS CONCERNING INDUSTRY AND PERSONNEL

STATUTORY INSTRUMENTS, 1952

No. 205. The Wages Regulation (Licensed Non-residential Establishment) (Managers and Club Stewards) Order, 1952. Dated February 4, 1952, made by Minister of Labour and National Service under Section 8, Catering Wages Act, 1943(a). *H.M.S.O.* 6*d*. (Revokes Orders L.N.R. (13), (20) and (24), and substitutes new statutory minimum remuneration payable and holidays to be allowed to managers, manageresses, relief managers, relief manageresses, wives of managers and relief managers, club stewards, stewardesses, and wives of club stewards. Operative from March 2, 1952.)

No. 206. The Paper Box Wages Council (Great Britain) Wages Regulation Order, 1952. Dated February 4, 1952, made by Minister of Labour and National Service under Section 10, Wages Councils Act, 1945(c). *H.M.S.O.* 6*d*. (Revokes Order B.(48) and fixes new statutory minimum remuneration payable. Also amends Order B.(42) relating to calculation of holidays and holiday remuneration payable. Operative from February 20, 1952.)

No. 207. The Button Manufacturing Wages Council (Great Britain) Wages Regulation Order, 1952. Dated February 4, 1952, made by Minister of Labour and National Service under Section 10, Wages Councils Act, 1945(c). *H.M.S.O.* 4*d*. (Revokes Orders V.(43) and (45), and fixes new statutory minimum remuneration payable. Operative from February 22, 1952.)

No. 221. The Aliens (Employment) (Visiting Forces) Order, 1952. Dated February 6, 1952, made by Secretary of State for Home Affairs under Articles 11 and 17, Aliens Order, 1920(a). *H.M.S.O.* 2*d*. (Prevents members of foreign Armed Services visiting this country from taking employment, or setting themselves up in business, whether released from actual service, on leave, or absent without leave, without the permission of the Ministry of Labour. This also applies to Northern Ireland. Operative from February 11, 1952.)

No. 291. The Brush and Broom Wages Council (Great Britain) Wages Regulation (Amendment) Order, 1952. Dated February 15, 1952, made by Minister of Labour and National Service under Section 10, Wages Councils Act, 1945(c). *H.M.S.O.* 3*d*. (Revokes Order M.(69), and amends Order M.(67), and increases statutory minimum remuneration payable. Operative from February 29, 1952.)

No. 309. The Pin, Hook and Eye, and Snap Fastener Wages Council (Great Britain) Wages Regulation Order, 1952. Dated February 18, 1952, made by the Minister of Labour and National Service under Section 10, Wages Councils Act, 1945(c). *H.M.S.O.* 4*d*. (Revokes Orders O.(38) and O.(44), and substitutes new statutory minimum remuneration payable. Operative from March 7, 1952.)

No. 310. The Paper Bag Wages Council (Great Britain) Wages Regulation (Amendment) Order, 1952. Dated February 18, 1952, made by Minister of Labour and National Service under Section 10, Wages Councils Act, 1945(b). *H.M.S.O.* 3*s*. (Amends Order P.(50), and increases statutory minimum remuneration payable. Operative from March 5, 1952.)

No. 330. The Fire Services (Ranks and Conditions of Service) Regulations, 1952. Dated February 20, 1952, made by Principal Secretary of State for Home Affairs under Sub-section (1), Section 17, Fire Services Act, 1947(a). *H.M.S.O.* 3*d*. (Modifies system of operational duty at certain stations, and provides for pay increase for Divisional Officers, Assistant Divisional Officers and Station Officers. Operative from February 22, 1952.)

No. 334 (S.13). The Fire Services (Conditions of Service) (Scotland) Regulations, 1952. Dated February 20, 1952, made by Secretary of State for Scotland, under Sub-section (1), Section 17, Fire Services Act, 1947(a). *H.M.S.O.* 3*d*. (Provide for pay increases to members of brigades below rank of firemaster. Operative from February 22, 1952.)

No. 344. The National Insurance (Industrial Injuries) (Colliery Workers Supplementary Scheme) Amendment Order, 1952. Dated February 22, 1952, made by Minister of National Insurance under Sub-section (8), Section 83, National Insurance (Industrial Injuries) Act, 1946(c). *H.M.S.O.* 4*d*. (Extends the Colliery Workers Supplementary Scheme to include checkweighers, pick-sharpeners, and similar workers and certain men employed by the National Coal Board at central workshops. It also amends provisions for payment of supplementary contributions and for calculation of supplementary benefit. Operative from March 7, 1952.)

No. 345. The Special Constables (Pensions) Order, 1952. Dated February 22, 1952, made by the Queen's Most Excellent Majesty in Council, under the Special Constables Act, 1914(a) and the Special Constables Act, 1923(b). *H.M.S.O.* 2*d*. (Amends provisions for Special Constables' pensions, including increases in widows' pensions and children's allowances in certain cases. Operative from March 3, 1952.)

GENERAL

Accidents—How They Happen and How to Prevent Them. Vol. 10. January, 1952. Issued by the Ministry of Labour and National Service, Factory Department. *H.M.S.O.* 9*d*.

The Worker in Industry. Report of the series of ten Centenary Lectures delivered during 1951. Issued by the Ministry of Labour and National Service, February, 1952. *H.M.S.O.* 3*s*. 6*d*.

Choice of Careers Series. No. 17, The Plumber. No. 22, Woollen and Worsted Cloth Manufacture. No. 23, Woollen and Worsted Yarn Manufacture. Issued by the Central Youth Employment Executive. *H.M.S.O.* 1*s*. and 1*s*. 3*d*. each.

INDUSTRIAL COURT AWARDS

No. 2358. Government Industrial Establishments. Reference: For payment to process worker Grade I, of Grade III rate while doing Grade III work for one week. Award: Claim not established. (6/2/52.)

No. 2359. Civil Air Transport. Reference: Claim by Catering Equipment Stores workers for reduction of weekly hours to 44; double pay for overtime on Sundays; increase in wages; improvement in weekly overtime rates. Award: Claim not established. (29/2/52.)

INDUSTRIAL DISPUTES TRIBUNAL AWARDS

No. 93. Rates of Wages and Other Conditions of Employment of Certain Workers Employed by a Brewery Company at Sunderland. Claim: Dispute concerning rates of wages and conditions, including payment of piece rates, establishment of certain differentials, a five-day week, revision of overtime rates and elimination of waiting time, etc. Award: Claim not established. (29/1/52.)

No. 94. Grading of Two Named Workers Employed by Lanark County Council. Claim: For implementation of decision of the National Joint Industrial Council for Local Authority Services (Scotland) Administrative, Technical and Clerical Staffs. Award: In favour of workers. (29/1/52.)

No. 95. Remuneration of an Apprentice and Conditions of Employment in a Cinema at Nairn. Claim: For observation of rates and conditions of Scottish Projectionist Apprenticeship Agreement. Award in favour of workman. (1/2/52.)

No. 96. Working Conditions of Workers Employed on Outside Steelwork Erection. Claim: For height money for working between 30 ft. and 100 ft., for increase in radius allowance and payment in respect of travelling time at holiday periods, and for adjustment in payment for travelling vouchers. Award: (1) Claim for height money not established; (b) radius allowance to be increased 25 per cent. and allowances to be calculated to nearest penny on a daily basis; (c) travelling time at holiday periods to be paid for return journey to job after periodic leave. (4/2/52.)

No. 97. Wage Rates of Certain Workers Employed by an Electrical Engineering Company at Rugby. Claim: That wage rates of certain workers be related to fitters' rates. Award: Claim not established. (5/2/52.)

No. 98. Terms and Conditions of Employment of Workers Employed by a Firm of Plastic Moulders at Folkestone. Claim: For observance of terms and conditions of specified agreements and for payment in lieu of notice. Award: In favour of workmen. (6/2/52.)

No. 99. Remuneration of Workers Employed in the Lighterage Industry in the Port of London. Claim: Dispute concerning payment of flat rate bonus in lieu of piece rates, and contingency allowance according to skill. Award: The Tribunal referred back for negotiation the calculation of some alternative form of payment to the present "piece work system; the claim for "a contingency allowance was found not established. (7/2/52.)

No. 100. Terms and Conditions of Employment of Maintenance Workers Employed in the Flax Industry in Arbroath. Claim: That terms and conditions should be not less favourable than those under agreement for similar workers in the Dundee area. Award: Claim not established. (11/2/52.)

No. 101. Remuneration of Pieceworkers Employed in the Brickmaking Industry in the Midlands. Claim: That pieceworkers be paid the same flat hourly increase as that received by time workers under specified agreement. Award: In favour of workmen. (11/2/52.)

No. 102. Remuneration of Certain Workers Employed by a Linoleum Manufacturing Firm in Kirkcaldy. Claim: For increase in bonus payments. Award: In favour of adjustment of bonus paid to stove and machine hands. (12/2/52.)

No. 103. Zoning of Certain Local Authorities in North Wales. Claim: Dispute concerning zoning of specified local authorities. Award: Holyhead Urban District Council was allocated to Zone "B" under the Zoning Scheme of the National Joint Council for Local Authorities' Services (Manual Workers), but the present excess rate of 3*s*. per week over the appropriate rate for Zone "B" shall be merged in two instalments into any increases in national consolidated standard rates. (19/2/52.)

No. 104. Rates of Wages of Certain Workers Employed by a Firm of Caravan Builders. Claim: For observance by employers of re-gradings of districts authorised by the National Joint Council for the building industry. Award: In favour of workmen. (20/2/52.)

No. 105. Conditions of Employment of Two Officers of the Newcastle-upon-Tyne Corporation. Claim: For observance of recognised terms and conditions of employment of superintendent and matron of residential establishment. Award: In favour of application of terms and conditions embodied in the Scheme of Conditions of Service of the National Joint Council for Local Authorities' Administrative, Professional, Technical and Clerical Services, England and Wales. (22/2/52.)

No. 106. Observance of Certain Specified Terms and Conditions of Employment by a Firm of Heating, Electrical and Sanitary Engineers at Brecon. Claim: For observance by employers of agreements in regard to holidays with pay applicable in the building industry in respect of building trades operatives. Award: In favour of workmen. (25/2/52.)

No. 107. Rates of Wages and Conditions of Employment of Certain Workers Employed by a Floorcloth Manufacturing Company at Newburgh. Claim: For observance by employers of wages and conditions applicable in the linoleum and felt base industry. Award: in favour of workmen. (26/2/52.)

No. 108. Remuneration of Certain Workers Employed by an Engineering Firm at Aberdeen. Claim: That owing to modifications introduced on job on overhead cranes, workers of average ability were unable to earn bonus. Award: Claim not established. (28/2/52.)

No. 109. Rates of Wages of Certain Workers Employed by a Firm of Battery Manufacturers Near Manchester. Claim: For increase of 4d. per hour in basic rate for adults, with proportionate increases for juveniles. Award: Increase of 2d. per hour for adult males and 1½d. for females, with proportionate increases for juveniles. (28/2/52.)

No. 110. Remuneration of Certain Workers Employed by a Firm of Caravan Builders at Wednesbury. Claim: For payment for the period March 16 to September 5, 1951, of the 3d. per hour awarded to vehicle builders by N.A.J. Award No. 1651. Award: 3d. per hour in respect of the four weeks beginning March 16, 1951. (22/2/52.)

THE MONTH'S DATES

Bradford Industrial Safety and Welfare Association

April
2 "Fire Prevention in Factories." Deputy Chief Fire Officer, Central Fire Station, Nelson Street, Bradford. 7.30 p.m.

Chartered Institute of Secretaries

4 "Pension Schemes in Industry." P. R. Cahill, Chamber of Commerce, St. Mary's Gate, Derby. 7.30 p.m.

Industrial Welfare Society

1 "What Our Company are doing about Merit Assessment." 18 Bryanston Square, London, W.1. 2.30 p.m.
3 "Works Councils in Sweden." K. A. Lindqvist. 18 Bryanston Square, London, W.1. 3.15 p.m.
2 "How to Make Communications Really Effective." 18 Bryanston Square, London, W.1.
2 "Canteens." Hull.
3 "Supervisory Training." Glasgow.
4-7 Conference for Editors of Works Magazines. Nottingham University.
16 "Canteens Drains Trust." 18 Bryanston Square, London, W.1. Half-day conference.)
18-21 Canteen Conference. Lady Margaret Hall, Oxford.
23 Advisory Meeting. Belfast.
24 Course for Supervisors. 18 Bryanston Square, London, W.1.
25-27 "Lifting and Handling." Bisham Abbey, Bucks.

Institute of Economic Engineering

3 "Some Reflections on the Productivity Team Reports." D. Noel Bruton, M.Com., Birmingham. 2.30 p.m.
18 "The Measurement of Productivity." P. D. Vincent, B.A., Manchester. 7 p.m.

Institute of Industrial Administration

16 "Some Modern Concepts of Management." Dr. A. Roberts, Warrington. 7 p.m.
17 Lecture. Lt.-Col. L. Urwick, Southampton. 7.30 p.m.

Institute of Industrial Supervisors

5 "Materials Handling." J. S. Hemmingway, Technical College, Cardiff. 7 p.m.
7 "The Legal Side of Industry." H. Harman, B.Com., Dudley and Staffordshire Technical College, Dudley. 7.30 p.m.
8 "American Foremanship Report." J. R. Armstrong, Canteen, Carpet Trades Ltd., Mill Street, Kidderminster. 7.30 p.m.
9 "Industrial Law." A. M. B. Rule, Canteen, Wellington Tube Works, West Bromwich. 7.15 p.m.
10 "The Responsibilities of the Supervisor." J. C. W. Stead, Great Northern Hotel, Leeds. 7.30 p.m.
10 "Consultation in Industry. Has it gone too far?" Miss E. M. Pepperall, The Polytechnic, Regent Street, London, W.1. 7.30 p.m.
16 "Joint Consultation." R. A. Miles, The Polytechnic, Wendwich, London, S.E. 6.30 p.m.
17 Discussion and Case Problem Night. Grand Hotel, Bristol. 7.30 p.m.
17 Foreman's Forum. Craven Arms Hotel, High Street, Coventry. 7.30 p.m.
22 Foremen's Forum. Engineering Centre, Sauchiehall Street, Glasgow. 7.30 p.m.
22 "Current Trends in Supervisory Training." D. H. Bramley. Canteen, Carpet Trades Ltd., Mill Street, Kidderminster. 7.30 p.m.
23 "American Foremanship Report." W. T. Izzard. Technical College, Rotherham. 7.30 p.m.

Institute of Personnel Management

3 Discussion Meeting for Special Groups. London.
7 "What is Industrial Democracy?" D. J. Clarkson. Coventry.
7 "Education and the World of Work." T. M. Banks. Glasgow.
18-20 Regional Conference. Liverpool.
20-25 "Wages and Salaries." Coburg Court Hotel, Bayswater Road, London, W.1.
23 "Introducing the New Employee: the Advantages of the Planned Policy." R. L. Hammond. 6.30 p.m.
25 "Leadership." Maj.-Gen. Douglas Wimberley. Edinburgh. 7 p.m.

Institute of Industrial Technicians

21 "Costing and Work Study." S. C. Roberts. Engineers' Club, Manchester. 7.15 p.m.

Institution of Production Engineers

23 "Materials Handling." Geisha Café, Hertford Street, Coventry. 7 p.m. (Jointly with Institute of Cost and Works Accountants.)
23 "Incentives." C. Cooper. Ilford Bowling Club, nr. Ilford Station, Ilford, Essex. 7.30 p.m.

Institution of Works Managers

1 "Problems of the Smaller Factory in Relation to Works Management." (Discussion.) Star and Garter Royal Hotel, Wolverhampton.
2 "The Foreman's Relations with the Employer." W. H. Bower, Thos. White and Sons, Paisley. 7.45 p.m.
10 Lecture. J. V. Ellis. The Plough, Kenton Road, Kenton, Middx. 12.30 p.m.
25 "Incentives." T. Adams and J. Lang. Imperial Hotel, Birmingham. 7.30 p.m. (Jointly with Incorporated Plant Engineers.)

Pendley Manor

9-11 Foremen's Training Course.

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21-25 "On the Staff." Course for office workers and others not engaged in actual production.)
28 "The Human Factor in Productivity."
May 8 Course for foremen, chargehands, shop stewards and operatives.)

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Continued from p. 434

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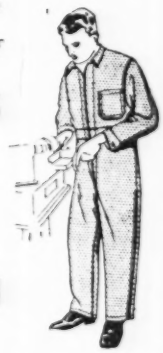

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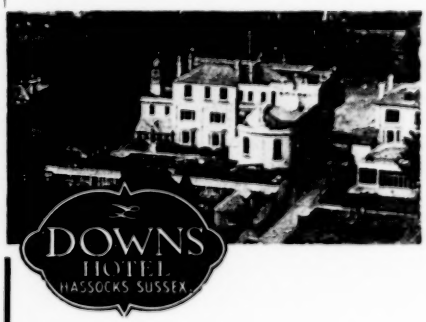

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